

JOB OPPORTUNITY

STATE OF HAWAII

DLIR

Department of Labor and Industrial Relations (DLIR)
830 Punchbowl Street, Room 312
Honolulu, Hawaii 96813 Phone (808) 586-9040

Opening Date: August 11, 2006

RESEARCH ANALYST

OFFICE OF LANGUAGE ACCESS

\$45,840 - \$47,448 Per Year
OAHU (Downtown Honolulu) Employment

Exempt, Non-Civil Service Position. Salary negotiable. Continuous recruitment until needs are met.

Job Duties: Conducts research and gathers relevant data from all state agencies and covered entities regarding their Language Access Plan, clients served, and deficiencies in their Plan. Serves as the liaison of the Office of Language Access (OLA) with the language access coordinator of each state agency and covered agency, provides state-wide training related to laws and practices applicable to laws relating to language access. Coordinates surveys and questionnaires, establishes objectives, prepares report forms, develops data bases and processing of surveys. Analyzes findings of research studies or survey; prepares tables, analytical and informational reports on a monthly, quarterly and annual basis. Provides advice, consultation services, and training to language access coordinators of state agencies and covered entities.

Minimum Qualifications: Must be a college graduate with bachelor's degree. Excellent oral and written communication, interpersonal, computer program, written and oral presentation skills; strong research, organization, analytical, data management, consultative, and problem solving skills; able to establish and maintain cooperative work relationships and utilize innovative and creative approach to problem resolution. Demonstrate positive attitude and sensitivity to assist limited English proficient persons.

To apply, you may send a resume or complete the Application for Exempt Employment (HRD 278) form which can be downloaded from our website: <http://hawaii.gov/labor/jobs.shtml>. You can also call the Department of Labor and Industrial Relations Personnel Office (DLIR) at (808) 586-9040 to have an application form mailed to you. Send your resume or completed application to the DLIR Personnel Office, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813. Applicants may also apply through the DLIR's HireNet Hawaii system at www.hawaii.gov/labor.

An Equal Opportunity / Affirmative Action Employer